



**STATE OF NEW JERSEY**

**FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION**

In the Matter Caitlin M. Murano,  
Analyst 1, Research and Evaluation  
(S0295V)

CSC Docket No. 2018-636

Examination Appeal

**ISSUED:** July 24, 2018 (BS)

Caitlin M. Murano appeals the determination of the Division of Agency Services which found that she did not meet the requirements for the examination for Analyst 1, Research and Evaluation (S0295V).

The examination at issue was announced with education and experience requirements which had to be met as of the announced May 5, 2017 closing date. Specifically, applicants were required to possess a Bachelor's degree supplemented by a Master's degree in Epidemiology, Systems Analysis, Operations Research, Mathematics, Statistics, Economics, Public Health, Public or Business Administration, Social Work, Demography, or Psychology from an accredited college or university plus three years of experience involving the application of logic, mathematics, statistics, and/or economic principles in evaluating an epidemiologic, public health, medical, operations research, business, or public administration, social work, statistical, or economic field. Records indicate that an eligible list promulgated on August 31, 2017 containing the names of ten qualified applicants.

The appellant filed an application on with she indicated that she possessed a Master's degree in Public Health with a concentration in Epidemiology plus experience as a provisional Analyst 1, Research and Evaluation (10/16 to the closing date), Clinical Data Coordinator/Project Manager (7/15 to 9/16), and part-time Health Education Consultant (2/12 to 2/14). The Division of Agency Services concluded that the appellant satisfied the educational requirement and possessed two years and three months of applicable experience as a provisional Analyst 1,

Research and Evaluation and Clinical Data Coordinator/Project Manager. The Division of Agency Services concluded that the remainder of the appellant's positions did not involve responsibilities which rose to the level and scope of those required of the subject title. Consequently, the Division of Agency Services found the appellant ineligible for the subject examination.

On appeal, the appellant argues that she satisfies the subject requirements. In support of her appeal, she submits letters from Lakota Kruse, MD, MPH, Medical Director, Division of Family Health Services, and Mehnaz Mustafa, Analyst 2, Research and Evaluation, Division of Family Health Services, both of which endorse the appellant's experience as enough to qualify her for the subject examination. Dr. Kruse cites the appellant's experience as a Clinical Coordinator (7/15 to 9/16), Health Education Consultant (2/12 to 2/14), and Research Assistant, Department of Health ((9/13 to 9/14) as providing the necessary qualifying experience. Mr. Mustafa contends that the appellant's qualifications were thoroughly reviewed and deemed adequate to qualify for the subject position.

### CONCLUSION

*N.J.A.C.* 4A:4-2.3(b)2 provides that applicants shall meet all requirements specified in the examination announcement by the closing date. *N.J.A.C.* 4A:4-6.3(b) provides that, except for medical or psychological disqualification appeals, the appellant shall have the burden of proof.

In the instant matter, the record demonstrates that, as of the May 5, 2017 closing date, the appellant satisfied the educational requirement and possessed two years and three months of applicable experience as a provisional Analyst 1, Research and Evaluation and Clinical Data Coordinator/Project Manager. Aside from being a part-time position, the primary focus of the appellant's experience as a Health Education Consultant was disseminating health and other educational information such as minimizing germ exposure, healthy eating, and the benefit of proper sleeping habits among related duties which are not considered the application of logic, mathematics, statistics, and/or economic principles in evaluating epidemiologic, public health, medical, or operational research as required. Therefore, her position as a Health Education Consultant does not constitute qualifying experience. Dr. Kruse also cited the appellant's part-time internship as a Research Assistant with the Department of Health. However, since this internship was also part of the appellant's degree requirements and she has already received credit for satisfying the educational requirement, the internship cannot also be used to satisfy the experience requirement. The Commission is mindful that the appellant has been serving provisionally in this capacity. However, an eligible list promulgated on August 13, 2017 containing the names of 10 qualified candidates who satisfy all aspects of the subject requirements from

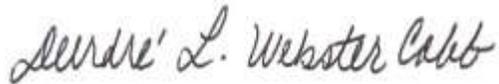
which the appointing authority may select. According, the Commission finds that the appellant was correctly deemed ineligible for the subject examination.

**ORDER**

Therefore, it is ordered that this appeal be denied.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE  
CIVIL SERVICE COMMISSION ON  
THE 18TH DAY OF JULY, 2018



---

Deirdre L. Webster Cobb,  
Chairperson, Civil Service Commission

Inquiries  
And  
Correspondence:

Christopher S. Myers  
Director  
Division of Appeals  
and Regulatory Affairs  
Written Record Appeals Unit  
Civil Service Commission  
P.O. Box 312  
Trenton, New Jersey 08625-0312

c: Caitlin M. Murano  
Loreta Sepulveda  
Kelly Glenn